

18 September 1953

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MEMORANDUM FOR: Chief, General S

Attention: Records Service Division

THROUGH:

Assistant Director, Intelligence Coordinatio

SUBJECT:

OIC Records Management Program

REFERENCE:

14 July 1951

1. This memorandum constitutes a voluntary report on the present status of subject program instituted in this Office pursuant to referenced regulation. It is intended to be of use both to your Office and to OIC in the mutual planning and development of subject program. (References are to subsections of referenced regulation.):

a. The Identification of Vital Materials and Their Movement to a Repository (A (1))

This Office, as IAC Secretariat, has identified IAC agenda, minutes, progress reports and documents and papers of the Foreign Language Publications Advisory Committee (NSCID-16) as "vital materials" and they are satisfactorily moving to the repository. This material may shortly be supplemented by a small amount of OIC materials.

b. Development of Disposal Lists for All File Series to Provide for Their Systematic Retirement (A (2))

It is intended to retire files on a chronological basis. No records can be retired immediately to the CIA Records Center. Effective 1 January 1954, OIC will file separately, but in its own area, non-current and semi-active material for the period 1946-1950 inclusive. Active material for this period will be filed with companion material, from 1951 to date, in office current files. On or about 1 January 1955, OIC will move to the agency Records Center non-current, semi-active and archival material for the period 1946-1947 and will retire into its own file of such material that for the year 1951. Thereafter, annually on or about 1 January, OIC will retire a year's files of such material to the Center. It is estimated that the Center storage space to be needed 1 January 1955 will be equal to one four-drawer safe.

c. Inventories of All Files and Filing Equipment to Determine the Volume, Types, Filing Arrangement, Record Character, and Retention Periods for Documents (A (3))

Present filing equipment (5 four-drawer safes and 3 two-drawer safes) are adequate for the foreseeable future; Retention periods are detailed under paragraph b, above.

d. Standardization of Filing Systems . . . and Procedures for Maintenance of Files (A (4))

OIC files have been centralized under a subject-alphabetic system of classification. A copy of the complete list of current files is attached.

e. Training Courses for Area Records Officers (A(7))

The undersigned completed the course concluded 11 May 1953.

f. Nonrecord Material (B (2))

As a result of inventory of OIC files, all material for which OIC is not the proper office-of-record has been transmitted to the proper office-of-record. Extra copies of documents and stocks of publications have been curtailed with a resultant saving of 20% in filing equipment.

g. Designation of Area Records Officer (C (3))

By memorandum to Chief, General Services, 8 April 1953 the undersigned was designated OIC Area Records Officer.

2. This Office desires to maintain an efficient records management program and to that end welcomes the assistance of your personnel.

LUCILE BORZA

Area Records Officer, OIC

Attachment

25X1

18 September 1953

OIC FILES

ADMINISTRATIVE FILES (in separate series, yellow tabs)

ALIENS

ATTACHES, FOREIGN IN U.S.

BIOGRAPHIC

BRIEFING AND DEBRIEFING

 Briefing - Attaches

 Debriefing - Government Officials

CABLES

CENSORSHIP

CENTRAL INTELLIGENCE AGENCY

 Inter-office Relationships

DCI

 DCI Log Items

 Career Service Board

 Inspector General

 Senior Representatives

DD/A

 General Counsel

 Organization and Methods

 Security Office

Communications Office

DD/I

OCD

Library

OCI

OIC

Diary

Memorandum of Conversation

Planning

Weekly Log

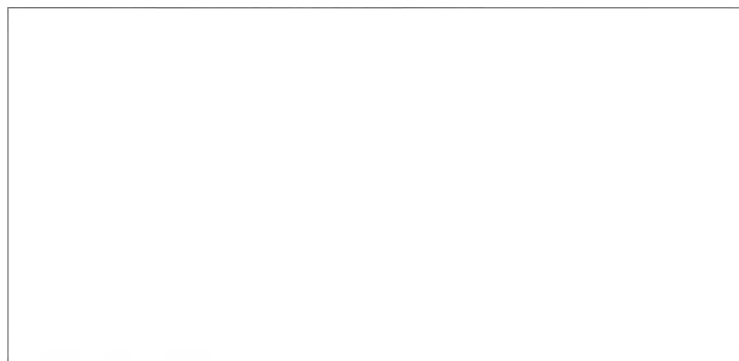
ONE

Consultants' Meetings

Estimates

Estimates - Comments

IAC Deputies Meetings



Programming

STAT

OO

FBID

FDD

Sovmat

ORR

Economic Defense Advisory Committee

Economic Intelligence Committee

EIC - Minutes and Agenda

EIC - Progress Report

Economic Warfare

Markings Analysis

National Intelligence Survey (NIS)

NIS Committee - Minutes

NIS - Report of the Basic Division

OSI

Atomic Intelligence

Biological Warfare Intelligence

Flying Objects

Medical Intelligence

Noise-listening

Production

Scientific Intelligence Committee (formerly SIC)

DD/P

DD/P Intelligence Support

O/TR

Area Training

Language Training

Orientation Courses

Training Bulletins

COMMITTEES

Committees - Interdepartmental Survey

Committees - Interdepartmental (By Committee)

DIRECTIVES

Inter-agency Operating Procedures (IOP)

National Intelligence Authority (NIA)

NSCID's

(1, 1 Revision - Crisis Situations, 1 Revision - Dissemination;
2; 3; 4; 5; 7; 8; 10; 11; 12; 13; 14; 15; 16)

DCID's

(1/1; 2/1; 3/4; 3/5; 4/1; 4/2; 7/1; 11/1; 14/1)

DISSEMINATION

CIA

NIS

IAC

Non-IAC

Foreign Governments

MIC Policy

Non-National Intelligence

Release

EVALUATION

EXTERNAL RESEARCH (files maintained by 

STAT

FOREIGN DOCUMENTS

Foreign Language Advisory Committee (NSCID 16)

Reference Subcommittee

Procurement

Foreign Language Press in U.S.

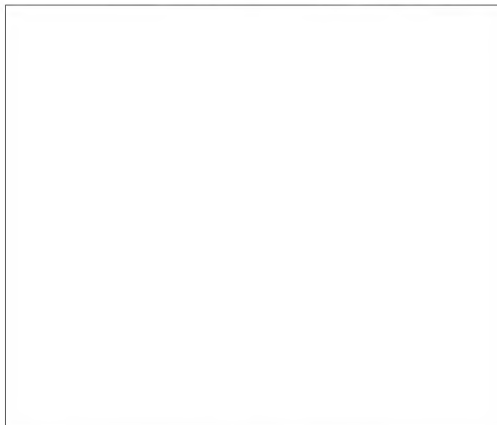
Utilization

Library

Transliteration

Foreign Language Reference Materials

STAT



INTELLIGENCE ADVISORY COMMITTEE

Agenda)
)
Minutes) **maintained in notebooks**
)
Progress Reports)
)
Documents)

Air Force

Army

Atomic Energy Commission

INTELLIGENCE ADVISORY COMMITTEE (cont.)

FBI

JIG

Navy

State

Cables, Sensitive

Civil Affairs/Military Government

Foreign Service

Foreign Service Manual

HICOG

Regional Conferences

Reporting, Peripheral

LIAISON

Contact Security Policy

MEETINGS

DCI Staff Conference

IAD's

Tripartite Conference - Singapore

NATIONAL SECURITY COUNCIL

NSC-161 Foreign Intelligence Program

NSC-142

NSC-135

NSC-114

NSC-68

NATIONAL SECURITY COUNCIL (cont.)

STAT

ICIS

OVERT ACTIVITIES ABROAD

Area Familiarization

Collection

International Conferences

Service Attaches

PSYCHOLOGICAL INTELLIGENCE

Psychological Strategy Board

PSB Information Requests

Psychological Warfare

STAT

PUBLICATIONS

Publications, CIA

STAT

REGULATIONS

REQUIREMENTS

CIA Requirements Committee

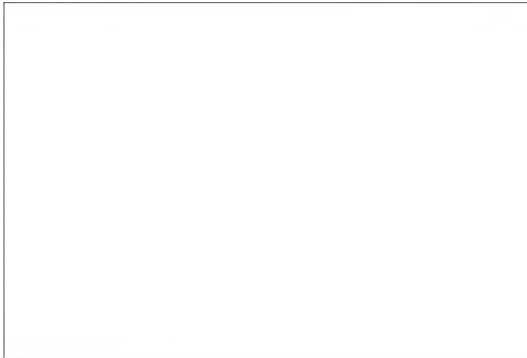
Interagency Priority Committee (IPC)

IPC Minutes

Priority Targets

STAT

SOURCES



STAT

U.S. GOVERNMENT (non-IAC)

Budget, Bureau of

Defense, Department of
Joint Intelligence Committee
Research and Development Board

Weapons System Evaluation Group

Defense Mobilization, Office of (formerly NSRB)

Federal Civil Defense Administration

Mutual Security Agency

VOICE OF AMERICA

WATCH COMMITTEE

IAC List of Indicators

Procedures on Receipt of Critical Information

GENERAL SERVICES OFFICE

1953
Records (neg.)

TYPE OF EQUIPMENT	NO. OF UNITS	CAPACITY
4-dr letter cabinet	11	88
4-dr letter safe	8	64
4-dr legal safe	51	408
4-dr legal cabinet	10	80
10-dr cabinet	2	7
7-dr cabinet	1	5.5
5-dr safe	11	110
5-dr letter cabinet	1	10
5-dr map case	6	30
8-dr IBM card file	62	379
2-dr legal safe	4	16
1 door safe (2 shelf)	1	2
1 door 4-dr safe	1	8
vault safe	1	8
7 tray revolving file	1	3.5
17-dr cardex	8	5.5
18-dr cardex	4	2.5
22-dr cardex	1	.5
5x8x12 card file	2	.5
3x5x18	5	1.0
wheel file	1	.1
flexoline	4	.75
	196	1228.85

1228.85 lin. ft total capacity of filing equipment

562.95 lin. ft. of records covered by control schedule
 223.95 lin. ft. current records
 78.0 lin. ft. non-current records
 261.0 lin. ft. inactive records eligible
 for retirement or destruction.

30.0 lin. ft. space reserved for current expansion (in
 addition to space available through retirement
 or destruction.

483.15 lin. ft. space utilized for other purposes
 276.15 lin. ft. overnight storage
 78.0 lin. ft. storage of equipment, supplies
 and blank forms
 129.0 lin. ft. other for storage of chrono-
 logical files, graphic presenta-
 tions, microfilm reels, separate
 banks of files (IBM cards), and
 storage due to physical separation
 of offices.

1066.10 lin. ft. of space accounted for

162.75 lin. ft. available for reissue or retained for the following
 reason _____.

OFFICE OF THE CHIEF

TYPE OF EQUIPMENT	NO. OF UNITS	CAPACITY
4-dr legal safe	7	56
4-dr letter safe	1	8
vault safe	1	8
17-dr cardex	1	2
2-dr safe	2	8
	<u>12</u>	<u>82</u>

82 lin. ft. total capacity of filing equipment

42.75 lin. ft. covered by control schedule
 18.75 lin. ft. current records
 24.0 lin. ft. inactive records eligible
 for retirement or destruction
 0 non-current records

0 space reserved for current expansion (in addition to
 space available through retirement or destruction).

39.25 lin. ft. space utilized for other purposes
 19.25 lin. ft. overnight storage
 4.0 lin. ft. storage of equipment, supplies
 and blank forms
 16.0 lin. ft. other used by Security and
Training Officers and Publications
 Staff for storage due to physical
 separation of offices

82.0 lin. ft. of space accounted for

0 lin. ft. available for reissue or retained for the following
 reason _____.

PRINTING AND REPRODUCTION DIVISION

TYPE OF EQUIPMENT	NO. OF UNITS	CAPACITY
4-dr legal safe	9	72
4-dr legal cabinet	7	56
5-dr safe	6	60
17 dr cardex	1	.5
7-dr cabinet	1	5.5
5-dr map case	1	5
7 tray revolving file	1	3.5
wheel file	1	.1
3x5x18 card file	5	1
1 door 4-dr safe	1	8
	<u>33</u>	<u>210.6</u>

210.6 lin. ft. total capacity of filing equipment

106.6 lin. ft. of records covered by control schedule
 49.6 lin. ft. current records
 57.0 lin. ft. inactive records eligible
 for retirement or destruction
 non-current records

0. lin. ft. space reserved for current expansion (in
 addition to space made available through retirement
 or destruction).

78 lin. ft. space utilized for other purposes
 48 lin. ft. overnight storage
 0 lin. ft. storage of equipment, supplies
 and blank forms
 30 lin. ft. other used for microfilm reels

184.6 lin. ft. of space accounted for

26.0 lin. ft. available for reissue or retained for the following
 reason _____.

SPACE MAINTENANCE AND UTILIZATION

TYPE OF EQUIPMENT	NO. OF UNITS	CAPACITY
4-dr legal safe	7	56
4-dr letter safe	1	8
4-dr letter cabinet	3	24
4-dr legal cabinet	1	8
18-dr cardex	4	2.5
5x8x12 card file	2	.5
5-dr map case	5	25
1 door safe (2 shelf)	1	2
Flexoline	3	.5
	<u>27</u>	<u>126.5</u>

126.5 lin. ft. total capacity of filing equipment

40.6 lin. ft. covered by control schedule
 25.6 lin. ft. current records
 non-current records
 15.0 lin. ft. inactive records eligible
 for retirement or destruction

0 lin. ft space reserved for current expansion (in
 addition to space available through
 retirement or destruction

85.9 lin. ft. space utilized for other purposes
 40.9 lin. ft. overnight storage
 20.0 lin. ft. storage of equipment, supplies
 and blank forms
 25.0 lin. ft. other map cases used for draft-
 ing and graphic presentations.

126.5 lin. ft. of space accounted for

0 lin. ft. available for reissue or retained for the following
 reason _____.

RECORDS MANAGEMENT & DISTRIBUTION

TYPE OF EQUIPMENT	NO. OF UNITS	CAPACITY
4-dr letter cabinet	8	64
4-dr legal safe	10	80
4-dr legal cabinet	1	8
10-dr cabinet	2	7
5-dr safe	2	20
5-dr letter cabinet	1	10
17 dr cardex	6	3
22 dr cardex	1	.5
Flexoline	1	.25
	<u>32</u>	<u>192.75</u>

192.75 lin. ft. total capacity of filing equipment

60.0 lin. ft. of records covered by control schedule
 30 lin. ft. current records
 15 lin. ft. non-current records
 15 lin. ft. inactive records eligible
 for retirement or destruction

20.0 lin. ft. space reserved for current expansion (in
 addition to space available through
 retirement or destruction

80 lin. ft. space utilized for other purposes
 24.0 lin. ft. storage of equipment, supplies
 and blank forms
 48.0 lin. ft. overnight storage
 8.0 lin. ft. other for storage of chronological
 files which are to be discontinued
 and retired to the Records Center.

160.0 lin. ft. of space accounted for

32.75 lin. ft. available for reissue or retained for the following
 reason _____.

MACHINE RECORDS

TYPE OF EQUIPMENT	NO. OF UNITS	CAPACITY
4-dr legal safe	18	144
4-dr letter safe	6	48
2-dr legal safe	2	8
8-dr IBM card safe	62	379
5-dr card safe	3	30
4-dr legal cabinet	1	8
	<u>92</u>	<u>617</u>

617 lin. ft. total capacity of filing equipment

313 lin. ft. covered by control schedule

100 lin. ft. current records

63 lin. ft. non-current records

150 lin. ft. inactive records eligible for retirement or destruction

0 lin. ft. space reserved for current expansion (in addition to space available through retirement or destruction)

200 lin. ft. space utilized for other purposes

120 lin. ft. overnight storage

30 lin. ft. storage of equipment, supplies and blank forms

50 lin. ft. other used in maintaining ten separate banks of files in seven sections.

513 lin. ft. of space accounted for

104 lin. ft. available for reissue or retained for the following reason _____.